



Planning Department

700 W US Highway 67

Venus, Texas 76084

972-366-3348 extension 206

www.cityofvenus.org

Planned Development Checklist

Please read the following Checklist and ensure that all required items have been submitted. Please note that uploaded plans and documents not following the naming conventions established in the Checklist and Plan Template Instructions may be considered incomplete applications and returned for corrections.

1. Planned Development Plan: Please upload a Planned Development Plan that meets the technical requirements
 - of the City of Venus. Document Name: Planned Development Plan.

I verify that I have reviewed the City of Venus' technical requirements for Planned Development Plan submittals and that my plans meet said requirements.

A copy of the requirements for the City of Venus concerning Planned Development submittals can be found

- here: Planned Development Template Instructions
2. Proof of Ownership: Please upload the title, deed or other legal instrument which provides evidence of the ownership consent. Property reports from County agencies will not be accepted as proof of ownership. The entity listed as the owner of the property should match with the ownership information entered on the application.
 - Document Name: Proof of Ownership
 3. Legal Description: Please upload a description of land recognized by law, based on surveys, spelling out the exact boundaries of the entire parcel of land. It should so thoroughly identify a parcel of land that it cannot be confused with any other.
 - Document Name: Legal Description
 4. Neighboring Property Owners: Provide a list of all property owners and mailing addresses within 300 feet of the application property shown by the records of the appraisal district. With this list, also include two sets of pre-printed address labels of each property owner, and map demonstrating the neighboring property locations as related to the application property. Property owner addresses should be acquired from current County records.
 - Document Name: Neighboring Property Owners
 5. ALTA/ASCM Land Title Survey: A land boundary plan prepared and certified by a Professional Land Surveyor (PLS) registered in the State of Texas. In order to ensure accuracy in the document, it should have been completed within the last year of your application submittal. Included in the PUD Plan Set.
 - Document Name: ALTA/ASCM Land Title Survey
 6. Traffic Impact Analysis: If a Traffic Impact Analysis was already approved through another entitlement process, please include a letter, sealed by an engineer that states the Subdivision Plan is compliance with the Traffic Impact Analysis.
 - Document Name: Traffic Impact Analysis or Traffic Impact Analysis Compliance Letter
 7. Neighborhood Meeting Minutes: Please provide neighborhood meeting minutes including evidence of the notice, attendance, content and presentation, issues, and discussion summary, and outcomes of the meeting.
 - Document Name: Neighborhood Meeting Minutes

8. Detail Plan: Please provide a set of design standards to be used within the development.
 - Document Name: Detail Plan

9. Hard Copy Requirements:

1. Two (2) bound copies of the Planned Development Plan Set
2. Two (2) sets of pre-printed address labels
3. One (1) bound copy of each technical report
4. One (1) copy of the Application (printed from digital submittal)

Delivered to: Planning Department
 City of Venus
 700 W. US Highway 700
 Venus, TX 75165

10. **I understand that by submitting all electronic files, required hard copy documents, and the application fee to the City of Venus Planning Department by 5:00 PM (CT) on Tuesday, my application will meet the required deadline. Any application submitted after the deadline will be officially accepted by the City of Venus the following Tuesday.**